

OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS

ENTERPRISE TRAINING SERVICES, HC-21

Mansfield Fellowship Program

Administered by the Maureen and Mike Mansfield Foundation

Objective:	This announcement is to solicit candidates to apply for the Mansfield Fellowship Program. Congress created the Mansfield Fellowships in 1994 in order to build a corps of U.S. federal government employees with proficiency in the Japanese language and experience working inside the government of Japan. Through the Fellowships, the Fellows develop networks of contacts in Japan and an understanding of the political, economic and strategic dimensions of the U.S.-Japan relationship that can strengthen their agencies' Japan-related policies and programs and help the United States manage its relationship with Japan more effectively.
Eligibility:	To be eligible for participation in the Mansfield Fellowships, applicants must be U.S. citizens and current federal government employees with at least two consecutive years of service immediately preceding the application deadline.
Program Overview:	The two-year Mansfield Fellowship Program enables U.S. federal government employees to develop an in-depth understanding of Japan, learn how its government works, and establish relationships with their counterparts in the government of Japan as well as in the business, professional and academic communities. The Fellows spend a year working full-time in Japanese government offices, preceded by a year of full-time rigorous language and area studies training in the United States. After the year in Japan, the Fellows are required to serve at least two additional years in the federal government where it is anticipated they will continue to work on projects involving Japan-related issues.
Cost:	Fellows who are detailees from executive branch agencies will continue to receive their salaries and benefits from the sponsoring agencies, as well as cost of living support. A maximum of three applicants may be selected each year as non-detailees whose salaries and cost of living are funded through Fellowship program funds.
Program Cycle:	Two years, beginning in September 2008.
Program Information Sessions:	Information sessions will be held at the Mansfield Foundation, 1401 New York Avenue NW, Suite 740, Washington, D.C. from noon to 1:00 pm (Eastern Time) on the following dates: February 6, February 20, and March 5. Conference call capability is available for participants outside the Washington, D.C. metro area. To reserve a space or sign up for a conference call, please contact Ms. Sara Seavey, Program Assistant, Mansfield Fellowship Program at (202) 347-1994 or sseavey@mansfieldfdn.org .
Continued Service Agreement:	Successful applicants must sign a Continued Service Agreement in order to participate in this program. The form is available on the ETS web site via the link above, and should be included with the nomination package.
Nomination Procedure:	<p>Step 1: Applicants who have received their agency's approval must complete an application package downloadable at http://www.mansfieldfdn.org/fellow/manappli.htm consisting of the following documents:</p> <ul style="list-style-type: none">• Agency Authorization• Personal References• Financial Information• Personal Statement• Lifestyle Adjustments <p>Each package must be coordinated through his or her training liaison/coordinator.</p> <p>Step 2: Submit the above listed nomination materials and the continued service agreement to Sandra Merrill, Career Development Specialist, HC-21 via e-mail, Sandra.merrill@hq.doe.gov or fax (505) 245-2113.</p> <p>Step 3: Complete the online application requirement.</p> <p>Step 4: If accepted to the program, complete a training request. For those organizations currently using the Corporate Human Resource Information System (CHRIS) training</p>

	workflow, please use workflow to submit your request for training enrollment in Course #001567, Session #0001 . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process.
Nomination Due Date:	March 24, 2008
Points of Contact:	Sandra Merrill, (505) 245-2112 or sandra.merrill@hq.doe.gov ; or Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, HC-21 at (202) 631-9940 or karen.lerma@hq.doe.gov .
Additional Information:	More detailed information on the program is available on the Mike Mansfield Fellowship Program website http://www.mansfieldfdn.org/fellow/fellow.htm .